



# Daniel Jimmy



VIRTUAL ASSISTANT

## WORK EXPERIENCE

### Virtual Assistant

**Private Car Rentals**, a car rentals company located in the Philippines  
Apr 2018 to Jan 2023 (4 years, 9 months)

- Administered 3 social media accounts, including Facebook, Twitter, Instagram
- Performed publishing and editing tasks per post as required
- Organized content calendar for future articles, and maintained documentation of published posts in spreadsheets

### Social Media Promoter

#### Sweechez Empire

Dec 2020 to Current

- Administer 4 social media accounts, including Facebook, Instagram, Youtube & Whatsapp
- Edited and reworked to-publish articles and internal company communications for accuracy, tone, and grammar
- Built up massive database of past and current clients and hunted down potential customers

### LinkedIn Profile

[www.linkedin.com/in/daniel-akitoye-106207224](https://www.linkedin.com/in/daniel-akitoye-106207224)

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## SKILLS

Blog Post Uploading & Editing

Video Editor

Organizational Skills

Graphic Design

Great Communication Skills

Microsoft Office & Cloud Storage Apps

## EDUCATION HISTORY

### Bachelor Degree in Law

University of Lagos |2016 - 2021

- Senate President
- Chamber Head